



## United States Sentencing Commission

### Vacancy Announcement

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<b>POSITION:</b>	<b>RECORDS TECHNICIAN–Full time, temporary position not-to-exceed 1 year + 1 day</b>
<b>ANNOUNCEMENT:</b>	<b>#10-07</b>
<b>SALARY RANGE:</b>	<b>Equivalent to GS-5/6 (\$34,075-\$49,375)</b>
<b>OPENING DATE:</b>	<b>Monday, July 12, 2010</b>
<b>CLOSING DATE:</b>	<b>Monday, July 26, 2010</b>
<b>AREA OF CONSIDERATION:</b>	<b>All Sources</b>
<b>ORGANIZATION LOCATION:</b>	<b>United States Sentencing Commission, Office of Research and Data, Washington, DC</b>

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The U.S. Sentencing Commission is an independent federal agency in the Judicial Branch of government consisting of seven members appointed by the President and confirmed by the Senate and two non-voting *ex-officio* members. The agency staff consists of approximately 100 employees. The Commission develops and revises guidelines for federal district court judges to consider in sentencing offenders convicted of federal crimes. The Commission monitor and evaluates the use of the guidelines, conducts research and education programs on guideline application and sentencing matters generally, and recommends improvements in federal sentencing practices. Additional information about the Commission can be accessed via the Commission's website at <http://www.ussc.gov>.

#### **BENEFITS**

The Federal Employees Health Benefits (FEHB) program, the Federal Employees Dental and Vision Insurance Program (FEDVIP), the Federal Employees Group Life Insurance (FGLI) program, the Judiciary or government-wide Flexible Spending Benefit Programs for Dependent Care, Health Care, and Commuter Reimbursement, the Judiciary or government-wide Long Term Care Insurance Programs, retirement, the Thrift Savings Plan, and the federal leave program. The Commission also offers a monthly transit subsidy to employees who use mass transit to commute to and from work. Unemployment and Workers' Compensation benefits are applicable.

This position is in the **excepted** service and does not carry the tenure rights of positions in the competitive Civil Service. All new Commission employees, those converted from a temporary appointment to a permanent appointment, and all rehired former Commission employees are required to serve a one year probationary period. The probationary period begins on the effective date of the employee's appointment, conversion, or rehire. Employment is contingent upon a favorable FBI criminal background check and requires fingerprinting.

#### **DUTIES**

The incumbent serves as records technician and routinely has access to sensitive and confidential court documents. The incumbent's daily activity will focus on receiving, sorting, electronically scanning, and routing such documents to other Commission employees. Duties include: 1) Processing mail containing court documents submitted to the Commission each day as it is

received; 2) Maintaining organization of paper documents received; 3) Maintaining the integrity and organization of the Commission's file room of court records; 4) Preparing case files and arranging for shipping to off-site storage center; 5) Arranging for retrieval of case files stored off-site and delivering to the Commission; and, 6) Completing special projects as directed by the intake manager.

## **QUALIFICATION REQUIREMENTS**

Applicants must have one year of specialized experience at the next lower grade level which is in or directly related to the line of work of this position, or experience that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of this position. The position requires a detail-orientated self-starter who can maintain strict confidentiality, work well with a number of staff members, and complete assignments in a timely manner. Candidates must have strong communication and organizational skills.

## **KNOWLEDGE, SKILLS, AND ABILITIES (KSA)**

In order to be considered for this position, applicants **must** address the following KSAs in a cover letter or separate narrative statement.

- 1) Skill in use of personal computers and software, such as WordPerfect and Excel, and standard office equipment, such as a copier, scanner, and fax machine.
- 2) Good customer service and communication skills.
- 3) Ability to complete routine tasks independently, organize work, and meet required daily quotas and deadlines with accuracy.
- 4) Ability to learn new tasks quickly and handle a high volume of work with accuracy.

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**HOW TO APPLY:** To be considered, applicants must submit: (1) a cover letter, (2) resume, and (3) a narrative that addresses the knowledge, skills, and abilities (KSAs). Please submit application materials to [vacancy1@ussc.gov](mailto:vacancy1@ussc.gov). We prefer that applicants submit materials via e-mail, however applications may be mailed to the Commission at the address below. Please only submit one application package via mail or e-mail.

**United States Sentencing Commission**  
**Office of Human Resources**  
**Attn: Announcement Number #10-07**  
**One Columbus Circle, NE, South Lobby, Suite 2-500**  
**Washington, DC 20002-8002**

**Applicants who submit applications or resumes via E-mail must specify the vacancy announcement number in the subject line of their E-mail.** The Commission does not accept application materials by facsimile. All applications must be received in the Human Resources Office by mail or electronic mail by **CLOSE OF BUSINESS (5:00 PM) on the closing date.** For additional information or a copy of this vacancy announcement, please visit our Internet web site - [HTTP://www.ussc.gov](http://www.ussc.gov). **Application and enclosure(s) will not be returned.** Applicants must be a U.S. citizen or eligible to work in the United States as mandated by the Immigration Reform and Control Act of 1986. Employees are required to participate in electronic fund transfer, mandated by the Federal Compensation Act.

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**AN EQUAL OPPORTUNITY EMPLOYER**